

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1255

**TITLE:** EXECUTIVE DIRECTOR TO THE PLANNING COMMISSION

**GRADE:** E-05

**DEFINITION:**

Under direction, to perform varied administrative and coordinating duties as the senior staff assistant to the Planning Commission; and to do related work as required.

**TYPICAL TASKS:**

Prepares agenda and back-up materials for Planning Commission meetings, attends the meetings and answers a variety of questions;

Supervises office staff and operations;

Prepares annual budgets, reports and correspondence;

Arranges for periodic site viewing of property involved in planning or rezoning;

Represents the Planning Commission at public seminars, citizen meetings, etc;

Coordinates paperwork and procedures with the County Executive's Office, the County Attorney's Office, Department of County Development, and Office of Planning.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to deal successfully with a variety of officials and private citizens;

Ability to gather, analyze and present facts.

**EMPLOYMENT STANDARDS:**

Graduation from college and three years of progressively responsible administrative experience.

WP#0506O